



PICS CHILDCARE Cloverdale:
6050 - 176 Street, Cloverdale
PHONE: 604-596-7722
FAX: 604-596-7721

PICS CHILDCARE FAMILY AGREEMENT

The following agreement is made between:

PICS Childcare Centre AND

Parent/Guardian Name _____

Address _____ City _____ Postal Code _____

Telephone (Primarily) _____ (Work) _____ (Other) _____

Child/ren's Name/s _____

Registration & Startup Fees:

Reg. Fee: \$ _____

Deposit: \$ _____

First Month: \$ _____

TOTAL: \$ _____

The monthly fee for Care, is due payable on the first of each month by Post-dated cheques (3 months at a time). Fees are subject to change. If payment has not been made by the 5th of the month, and no arrangements have been made with the office, we reserve the right to refuse service. Any cheques returned from the bank will result in a NSF charge of \$50. The above fee is **payable whether the child does or does not attend** the daycare on the scheduled dates/times as agreed upon to retain the space.

The registration fee of \$100 is non-refundable. The equivalent half month fee deposit will be refunded upon formal, **written notice of withdrawal with a minimum of 1(one) month notice**, which must be received in the office no later than the last working day of the previous month. If notice is insufficient then deposit will be forfeited.

Parents **must** provide the Centre with written notification of any information change. The Centre reserves the right to any information that is pertinent to the child and to his/her daily routine.

Parents must inform the Centre of any changes in the daily drop off and/or pick up schedule. Please inform the Centre if your child will be dropped off late, as the Centre reserves the right to regard your child as being absent on that day if notification is not received by 10:00am.

A late fee of \$1.00 per minute will be charged after closing (6:00pm) for late pick-ups, but minimum late charge is \$5. If after 6:00pm nobody has come to pick-up your child, we will make every attempt to contact you or a person on your authorized contact list. If we are unable to reach anyone and no parent has contacted the daycare by 6:30pm then we are required to notify Emergency Services of the Ministry for Children and Families.

Parents must give notification for vacation periods or extended absences due to illness or otherwise.

PICS Childcare Centre closes for all Statutory Holidays plus Family Day, Easter Monday and Boxing Day. Centre is also closed the week before and the week after May long weekend for Rodeo days (50% fee discount is given for the month of May). No refunds will be granted for days away from the Centre.

Children must be signed in and out when dropped off and picked up each day. Only authorized people will be allowed to pick up a child from the Centre. The Centre will not release a child unless notification has been given. Parents must provide the Centre with a copy of a legal custody agreement before any requests pertaining to such matters will be considered applicable.

The daycare grounds and property are to be respected at all times, this includes the use of inappropriate language, yelling or swearing and smoking of any kind in and or around the daycare facility. We work hard to ensure that this is a safe and respectful environment for the children and their families, therefore improper behavior will not be tolerated at any time.

The management of PICS Childcare Centre reserves the right to release or suspend any child according to the best interest of the child(ren) or Daycare Centre. Parent(s)/Guardian(s) will be notified and given written notice.

The undersigned hereby acknowledges having received and read the Family Handbook given as part of the registration package from PICS Childcare Centre.

The undersigned also hereby agrees, as the parent/guardian, and on behalf of their child(ren), that PICS Childcare Centre shall not be held liable for any loss or damage to person(s) or personal affects, attained through the use of the facilities or programs within the daycare. (This includes expenses for incidental or consequential damages.) Each family is responsible for picking up all belongings at the end of each week's attendance.

I, _____ (name) have read and understand the above and agree to abide by PICS Childcare Centre's policies at all times.

_____ (Parent/Guardian's Signature) _____ (Date)

_____ (Caregiver's Signature) _____ (Date)